

**Guidance and Advice**  
**K05**  
**Established Investigator Award in Cancer Prevention, Control,  
Behavioral, and Population**  
National Cancer Institute

**I. IMPORTANT ANNOUNCEMENTS:**

The guidance and advice offered below are derived from a National Institutes of Health (NIH) Program Announcement (title: Senior Scientist Award: PAR-03-149) issued in the NIH Guide on July 8, 2003 and adapted to the cancer-specific career development strategies of the National Cancer Institute (NCI). You can access this announcement directly by "clicking on" the following NIH address:

<http://grants.nih.gov/grants/guide/pa-files/PAR-03-149.html>

. After consulting the official announcement, the information and clarifications provided below together with the Form PHS 398 application kit should be all that you need to prepare an application for an NCI Established Investigator Award in Cancer Prevention, Control, Behavioral and Population Sciences Research or **K05**.

**II. BACKGROUND:**

The purpose of the NCI Established Investigator Award in Cancer Prevention, Control, Behavioral and Population Research (**K05**) is to provide established investigators protected time to devote to research and to act as mentors for young investigators. The target candidates are outstanding, established scientists who have demonstrated a sustained, high level of productivity, research accomplishments, and contributions to cancer prevention, control and population sciences research; and who can demonstrate the need to sustain an intensive research focus that will enhance the progress of their own research and provide them greater opportunity to serve as mentors to new scientists. The award provides salary support and other costs for up to five years and can be renewed for an additional 5-year period. Examples of disciplines relevant to the **K05** include any aspect of human cancer prevention (modifiable risk factors, new animal models and extrapolation of these models to human cancer, genetic predisposition to cancer and detection of precursor lesions, chemoprevention trials in human populations, and behavioral research and behavioral intervention trials in cancer prevention), epidemiology (biochemical, genetic, molecular), biostatistics, human cancer genetics, clinical oncology, human nutrition, behavioral and social sciences, health promotion, health services and health policy research; and medical decision analysis, survivorship and quality of life as they relate to cancer; and basic and applied research in the behavioral sciences that independently or in combination with biomedical approaches, reduces cancer risk, incidence, morbidity, and mortality across the lifespan and over the entire process of carcinogenesis from primary behavioral prevention in youth, to screening, treatment, and survivorship.

The NCI is especially interested in training and retaining scientists who conduct high-quality research in cancer prevention, control; and in the behavioral and populations sciences. Accordingly, this award forms an important part of the NCI Strategic Training Plan to relieve researchers from administrative responsibilities and/or clinical responsibilities in order to help them focus on research and mentoring. With a view towards achieving this objective, the NCI uses the Established Investigator Award in Cancer Prevention, Control, Behavioral and Population Sciences Research (**K05**) to stabilize research settings and to prevent an interruption in trainee mentoring.

**III. ELIGIBILITY:**

1. **Institution:** Applications may be submitted on behalf of candidates by domestic, non-Federal organizations, public or private, such as public health, medical, dental, or nursing schools or other institutions of higher education.

2. **Candidate:** Candidates for this award must have a doctoral degree. Such degrees include but are not limited to the Ph.D., Dr.P.H., M.D., Pharm.D., D.V.M., N.D., as well as doctorally degreed oncology nurses, clinical psychologists, and clinical geneticists. Candidates must commit up to 50 percent effort (**at least 25%**) to research specifically relevant to this award (See **I. BACKGROUND**) and mentoring. The remainder may be devoted to other clinical, teaching, or research pursuits consistent with the objectives of the award.

Candidates must be established scientists with **independent research support at the time of the award and during the entire duration of the award** for this program. This support could include NIH awards or awards from other sources that are equivalent to NIH R01 type grants in complexity and duration. Individuals holding small grants (e.g., R03) or developmental grants (e.g., R21) are not eligible.

Scientists whose work is primarily theoretical and can be conducted on a very low budget may apply for this award in the absence of significant grant support, as long as they can demonstrate that their work is stably supported.

At the time of award, candidates must be **citizens** or noncitizen nationals of the United States, or must have been lawfully admitted to the United States for permanent residence (i.e., in possession of a currently valid Alien Registration Receipt Card I- 551, or other legal verification of such status). Noncitizen nationals are generally persons born in outlying possessions of the United States (i.e., American Samoa and Swains Island). **Individuals on temporary or student visas are not eligible.**

A candidate for the NCI Established Investigator Award in Cancer Prevention, Control, Behavioral and Population Sciences may not concurrently apply for any other PHS award that duplicates the provisions of this award.

#### **IV. MECHANISM OF SUPPORT:**

Awards in response to this program announcement will use the **K05 mechanism**. Planning, direction, and, execution of the program will be the responsibility of the candidate on behalf of the applicant institution. The project period may be for up to five years. The **K05 Award can be renewed** for one additional five-year period as long as the candidate still meets the stated eligibility requirements noted above.

#### **V. ALLOWABLE COSTS:**

The **K05** provides for the following costs:

1. **Salary:** The NCI will provide salary for the award recipient for levels of effort between 25 and 50 percent. The actual salary provided by the award is based on the candidate's full-time, 12-month institutional salary and the level of effort requested up to the maximum salary rate legislated by Congress for Federal workers in effect at the time of award. If you are uncertain of the current allowable maximum salary level, contact NCI staff (See **XI. INQUIRIES (K24)**). In all cases, the salary level **must** be consistent both with the established salary structure of the institution and with salaries actually provided by the institution from its own funds to other staff members of equivalent qualifications, rank, and responsibilities in the department concerned. If full-time, 12-month salaries are not currently paid to comparable staff members, the salary proposed must be appropriately related to the existing salary structure. The award will also provide fringe benefits on the calculated base salary at the established institutional rate.

The institution may supplement the NIH contribution to the salary up to a level that is consistent with the institution's salary scale. Institutional supplementation of salary must not require extra duties or responsibilities that would interfere with the purpose of the K05 award.

Recipients of this award may derive additional compensation for effort associated with other Federal sources or awards provided the total salary derived from all Federal sources does not exceed the maximum legislated salary rate and the total percent effort does not exceed 100 percent.

2. **Research Development Support:** Up to \$25,000 in direct costs per year may be requested for research and development expenses:
  - a. tuition, fees and books related to career development;
  - b. research expenses, such as supplies, equipment and technical personnel for the principal investigator and his/her mentored clinical investigators;
  - c. travel to research meetings or training;
  - d. statistical services including personnel and computer time.
3. **Ancillary Personnel Support:** Salary for secretarial, and administrative assistance etc., is **not allowed**.
4. **Facilities and Administrative costs (formerly called indirect costs):** These costs will be reimbursed at 8 percent of modified total direct costs.
5. **Other general policies related to costs:**
  - a. Prior approval for travel to a **foreign laboratory** is required only if the stay exceeds 3 months. Support from the career award will continue during such leave. However, provisions for continued mentoring of any research supervisees must be made;
  - b. A candidate may request up to a 12 month **leave of absence** without award support. Such leave requires prior written approval from the NCI;
  - c. The NCI will consider a **change of institution**.

For appropriate advice and specific instruction regarding the above and other budgetary and administrative policies that you must follow in managing this award, please refer to section **XI. INQUIRIES**.

## **VI. SPECIAL PROVISIONS AND REQUIREMENTS:**

1. **Research Support:** At the time of application, the candidate must document active research support in an area(s) relevant to the prevention, control, behavioral and population sciences.
2. **Research and Mentoring:** There must be both a research and a mentoring component in the funded application to satisfy the intent and purpose of the **K05** award.
3. **Evaluation:** In carrying out its stewardship of human resource related programs, the **NCI or the NIH** may request information essential to an assessment of the effectiveness of this program. Accordingly, recipients may be contacted after the completion of this award for periodic updates on various aspects of their employment history, publications, support from research grants or contracts, honors and awards, professional activities, and other information helpful in evaluating the impact of the program.

## **VII. APPLICATION PROCEDURES:**

### **SUBMISSION, REVIEW AND AWARD OF COMPETING APPLICATIONS**

#### **A. Application, Receipt, Review and Award Dates:**

The receipt dates for all **new** competing **K05** applications are February 1, June 1, and October 1. The receipt dates for all **competing continuation K05** applications are March 1, July 1, and November 1. Peer review by an NCI initial review group for the above receipt dates is usually completed in June, October and February, respectively. Review by the National Cancer Advisory Board is usually completed by October, January, and May, respectively. The earliest possible award dates are December 1, April 1 and July 1, respectively

## **B. Where to send the application:**

An **original and three copies** of the application should be submitted to the Center for Scientific Review (CSR) , NIH, according to the instructions in PHS Form 398 (rev. 4/98 and subsequent revisions) to:

Center For Scientific Review  
National Institutes Of Health  
6701 Rockledge Drive, Room 1040 - MSC 7710  
Bethesda, Md 20892-7710  
Bethesda, MD 20817 (For express/courier service)

To expedite the review process, **two additional copies** should be sent to:

Referral Officer  
Division Of Extramural Activities  
National Cancer Institute  
6116 Executive Boulevard, Room 8062  
MSC/8329  
Bethesda, MD 20892-8329  
Rockville, MD 20852 ( For express/ courier service)

## **C. Format for Submitting the Application:**

In submitting an NCI Established Investigator Award in the Prevention, Control, Behavioral and Population Sciences or **K05**, use the grant application Form PHS 398 (last revised, 4/98). In general, follow the special instructions provided in the Form PHS 398 on pages IV-1 through IV-7 and page LL using the modified instructions provided below. You can obtain the forms directly by "clicking on" the following NIH website address: <http://grants.nih.gov/grants/funding/phs398/phs398.html>. Forms are also available at most institutional offices of sponsored research and from the Division of Extramural Outreach and Information Resources, National Institutes of Health, 6701 Rockledge Drive, MSC 7910, Bethesda, MD 20892-7910, Phone (301) 435-0714, FAX: (301) 480-0525, E-mail: [grantsinfo@nih.gov](mailto:grantsinfo@nih.gov).

### Notes of Caution:

1. **Type density and size** must conform to the instructions on page 6 of the general instructions for Form PHS 398. If they do not, the application may be returned to you by CSR without review.
2. **Human subjects:** Applicants proposing to conduct research involving human subjects, which by definition will include many **K05** applicants, must adequately address all of the issues described in Form PHS 398, Items 9d and 9e (pages 16-18) and Item F. If these items are not adequately addressed, your application could be returned without review.

### General Advice in Preparing an Application:

1. It is highly recommended that you make regular reference to the Review Criteria under section **VIII. REVIEW PROCEDURES AND CRITERIA** during the preparation of your application. Success in addressing these criteria will determine the competitiveness of your application for funding.
2. Please note that on Page LL you are required to indicate whether you are a U.S. citizen or noncitizen national OR a permanent resident of the U.S. **If you are a permanent resident, you must provide to the NCI a notarized statement to this effect before an award can be made.**

### Modified Instructions For the Preparation of a K05 Application:

The special instructions in the Form PHS 398 application kit for Research Career Awards (pages IV-1 through IV-7 and page LL) are for "mentored" awards and do not entirely apply to the **K05** award. **Letters of Reference, information about the Career Development/Training Activities During Award, and Statement by Sponsor(s) are NOT REQUIRED.** Accordingly, the instructions below have been adapted to accommodate the Form PHS 398 and the special needs of the **K05** grant:

1. FACE PAGE: Use page AA as instructed in the Form PHS 398. Don't forget to fill in line 1. **Title of Project** with a title that is representative of your research. For line 2, **Response to Specific Request for Applications or Program Announcement**, include the following number starting with PAR... for this announcement and title, "Established Investigator Award in Cancer Prevention...":
2. DESCRIPTION OF PERSONNEL: Use page 2-BB and prepare as instructed. List only your name (i.e., the candidate/principal investigator)

3. Table of Contents (adapted from page LL to accommodate the **K05**) to be organized as follows:
- | <u>Content</u> | <u>Page Number</u> |
|----------------|--------------------|
|----------------|--------------------|

**Section I: Basic Administrative Data**

- a. Face Page
- b. Description/ Key Personnel
- c. Table of Contents
- d. Budget for Entire Proposed Period of Support (Form Page EE)
- e. Biographical Sketches (Form Page FF)
  - Principal Investigator
  - Others
- f. Other Support for Principal Investigator (Format Pages GG)
- g. Resources (Form Page HH)

**Section II: Specialized Information**

- h. Introduction to Revised Application
- i. The Candidate
  - Candidate's Research Background
  - Candidate's Mentoring Background
  - Career Goals and Objectives: Scientific Biography
- j. Career Development Objectives **and Justification** of the Need for this Award
- k. Environment and Institutional Commitment to Candidate
- l. Research Plan (Current, future studies)
 

Percent Effort on this grant (**K05**) to be committed to Research

Currently Supported Research:

  - Statement of Hypotheses and Specific Aims
  - Background, Significance, and Rationale
  - Preliminary Studies and Results
  - Research Design and Methods

New Research to be Specifically Supported by this Grant (**K05**)

  - Hypothesis and Specific Aims
  - Significance and Rationale
  - Research Design and Methods
- m. Mentoring Plan
 

Percent Effort on this grant (K05) to be committed to Mentoring

  - kinds of and availability of candidates who will be recruited for mentoring
  - educational and research experiences that will be provided
  - specific role as mentor in preparing trainees for an independent research career in the prevention, control, behavioral and population sciences
- n. Human Subjects
- o. Vertebrate Animals
- p. Literature Cited
- q. Consortium/ Contractual Arrangements
- r. Consultants
- s. Appendix (Five collated sets. No page numbering necessary)

Number of Publications (not to exceed six):

List of key items:

4. **BIOGRAPHICAL SKETCH:** Since the **K05** is an unmentored award, provide information for the candidate and other key personnel, using Form Page 6-FF and the Additional Instructions for the PHS Form 398 on Page IV-3. List all education, professional degree and specialty training.
5. **OTHER SUPPORT** (Form PHS 398, Page IV-3): A candidate for a **K05** award must have active research support at the time of and for the duration of the award. A listing of all sources of active research support and pending research support for the candidate's research must be provided, following the format on Format Page 7 (Page GG) of the general instructions for the Form PHS 398.
6. **CANDIDATE'S BACKGROUND:** See the modified Table of Contents above for topical headings. The reviewers must have a clear view of your research background and your experience as a mentor in the field or fields relevant to prevention, control, behavioral and population sciences. With regard to the latter, it would be helpful to the reviewers to provide the number of years of mentoring experience, the capacity in which you served as a mentor (i.e., research advisor, research mentor, etc.) and the number of trainees you have mentored. The reviewers would be able to develop a complete understanding of your success as a mentor if you describe the types of research that were conducted by the individuals you mentored and the proportion of individuals under your oversight who became independent investigators.
7. **CAREER DEVELOPMENT OBJECTIVES AND JUSTIFICATION FOR THE K05 AWARD:** It is important to convey to the reviewers your reasons for needing protected time to continue a vital research program and continue to engage in the mentoring of new scientists. It should be clear that this award will allow you to spend more time on research and mentoring and less time on administrative and clinical responsibilities for the institution.
8. **ENVIRONMENT AND INSTITUTIONAL COMMITMENT TO THE CANDIDATE:** Use the instructions in Form PHS 398, Page IV-5. Within this part of the application, it would be helpful to the reviewers to understand what duties and responsibilities in the institution that you are being relieved of to focus on research and mentoring AND how the institution will accommodate these activities with other staff.
9. **RESEARCH PLAN** (PHS Form 398, Page IV-6 and General Instructions, Pages 15-16): It is important to indicate your percent effort of this **K05** that will be devoted specifically to research. A Research Plan is a **REQUIRED** component of the application.
  - a. For most applicants (See section III. ELIGIBILITY), **ongoing**, preferably peer-reviewed **research** support, is required at the time of and throughout the duration of the **K05** award: There is no need to provide extensive detail with regard to ongoing, funded research. Enough information should be provided in the areas of Hypothesis and Specific Aims; Background, Significance and Rationale; Preliminary Studies and Results; and Research Design and Methods to permit the peer reviewers to evaluate the extent, special features and general quality of your research activities.
  - b. Proposed new research activities: You should describe in greater detail how this award will be used to help you refine your research skills and/or develop new directions for your research. This should be presented as a Statement of Hypothesis and Specific Aims; Background, Significance and Rationale; and Research Design and Methods. This is an important part of the application because it will provide the main rationale and justification for you need to have "protected time" for research.

Although it is likely that most of the described research will be ongoing, when appropriate the candidate must ensure that the inclusion of women, members of minority groups and their subpopulations, and children, has been addressed in the development of the design for all ongoing research. The candidate must provide for each new research project proposed the

information described in the General Instructions in PHS Form 398 on pages 16-17; and must provide documentation that these issues have already been adequately addressed in ongoing research.

**10. MENTORING PLAN:**

It is important to indicate the percent effort on this **K05** award that will be devoted specifically to mentoring.

A Mentoring Plan is a **REQUIRED** component of the application.

This Mentoring Plan should include a description of the availability of clinicians for mentoring, the previous training and specialization of these individuals, plans for recruitment and supervision, the types of educational and research experiences that will be provided, and the capacity in which the applicant for the **K05** award will serve as a mentor.

**ANNUAL PROGRESS REPORT/APPLICATION FOR CONTINUATION**

The NIH Center for Scientific Review will automatically notify you and give you instructions **four months** before the next anniversary award date that your application for continuation is due. Look for the notification; if you do not receive it, call the NIH Data Management Branch at (301) 435-0896. The awardee must submit the application for continuation **at least two months** prior to the anniversary date of the grant. If for some reason time becomes an issue, contact the NCI (see XI. INQUIRIES). Please make a reasonable adaptation of the special instructions for Research Career Award Applications on pages IV-1 through IV-2 provided in the Form PHS 2590; organize the continuation application similarly to the competing application, as instructed above, clearly distinguishing progress in research and mentoring. The Form 2590 (i.e., Application for Continuation of a Public Health Service Grant) can be obtained by "clicking on" the following NIH website address: <http://www.nih.gov/grants/funding/2590/2590.htm>. Also, forms are available from the same sources noted above for competing application are available from the same sources noted above for the Form PHS 398.

The proportion of the requested percent effort that will be devoted to mentoring must be indicated.

**VIII. REVIEW PROCEDURES AND CRITERIA:**

**A. Review Procedure:**

Upon receipt, applications will be reviewed initially by both CSR and the NCI for completeness and for conformance to all eligibility requirements (see Section III. **ELIGIBILITY** above). Applications that are incomplete or ineligible or that obviously do not meet the intent of the Established Investigator Award in Cancer Prevention, Control, Behavioral and Population Research or **K05** will be returned without further consideration.

Those applications judged to be both complete and responsive to the intent of the **K05** will be evaluated for scientific and technical merit by a standing peer review group convened by the Division of Extramural Activities in the NCI. This review group will be specialized in evaluating patient-oriented research and will assign a merit score (i.e., priority score) to each application based upon the quality of the application. Applications will receive a second level review by the National Cancer Advisory Board (NCAB) to determine if the application meets the broad program needs and priorities of the NCI and the National Cancer Program.

**B. Review Criteria:**

The following review criteria will be applied:

**Candidate:**

- Quality of the candidate's academic and research record, including capabilities and commitment to serve as a mentor and as a leader of a productive research program.
- A demonstrated record of mentoring or training of investigators, or a demonstration of the capability to provide mentoring to beginning investigators.
- Evidence of ongoing high-quality research and the relationship of that research to the proposed K05 program.
- Potential to conduct quality research in cancer prevention, control, behavioral or population sciences.
- Commitment to a continuing career in cancer prevention, control, behavioral or population sciences research.
- A record of monetary support for research.

**Research plan:** Although it is understood that K05 applications do not require the level of detail necessary in a regular research grant application, a fundamentally sound research plan must be provided. In general, less detail is expected with regard to research planned for the later years of the award, but the application should outline the general goals for these years.

- Appropriateness of the research plan as a vehicle for demonstrating skills and capabilities in cancer prevention, control, behavioral and population sciences research to prospective advisees.
- Scientific and technical merit of the proposed research.
- Significance of the research plan and the probability of significant contributions to scientific knowledge.
- Appropriateness of the content and duration of the proposed research program.
- Relevance of the proposed research to the candidate's career objectives.
- Availability of adequate resources to conduct the research program.
- Demonstration that the proposed program and protected time will plan relieve the candidate from administrative (and where appropriate, clinical) duties and allow him/her to devote additional time to research.
- Adequacy of the plan's attention to gender and minority issues associated with projects involving human subjects.
- Adequacy of plans for including children as appropriate for the scientific goals of the research, or justification for exclusion.

**Mentoring Plan:**

- Experience and potential to serve as a mentor.
- Adequacy of the candidate plan.
- Adequacy of the plans for mentoring or supervising junior investigators in cancer prevention, control, behavioral or population sciences research.
- Appropriateness of the proposed level of effort committed to the mentoring component.

**Environment and Institutional Commitment:**

- Applicant institution's commitment to the scientific development of the candidate and assurances that the institution intends the candidate to be an integral part of its research program;
- Adequacy of research facilities and the availability of appropriate educational opportunities.
- Availability of collaborative opportunities with other investigators.
- Quality and relevance of the environment for scientific and professional development of the candidate and others pursuing research in cancer prevention, control, behavioral and the population sciences and
- Applicant institution's commitment to provide adequate protected time for conduct of the research and mentoring programs.

**IX. AWARD CRITERIA:**



Soon after the National Cancer Advisory Board approves the application, NCI staff will notify the applicant of his/her funding status. Awards are made based on the availability of funds each fiscal year, the scientific merit of the application as judged by peer reviewers, and the Program priorities of the National Cancer Institute.

#### **X. COMMON QUESTIONS AND ANSWERS:**

1. If human subjects are to be involved in my **K05** program, and I currently have Institutional Review Board (IRB) approval for my ongoing research, do I still need IRB approval for this award?

You will be required to obtain IRB approval for any NEW research that is being proposed involving human subjects. Ongoing research with prior IRB approval does not need additional action.

2. All grant applications are sent to one address that is cited in the Form PHS 398 application kit. The Center for Scientific Review receives all applications and distributes them to the appropriate institutes and centers. The institutes and centers operate and manage the peer review groups that review your application for scientific merit.

3. Can a **K05** be awarded for less than 5 years?

Yes. The length of the award is determined by the peer review committee. However, we recommend that everyone submit a grant for five years. It would be highly unusual for a review committee to perceive a problem that would result in a reduction of the grant period to less than five years.

4. I do not have an NIH research grant, but do have independent research support from other sources. Am I still eligible to apply for a **K05**?

You are eligible to apply for a **K05** award as long as you can document independent support for your program, **regardless of the source**. Examples of appropriate sources of funding could include private foundations and pharmaceutical companies. Funding may also come from your institution, IF you can document that the use of these funds is completely under your control. However, peer reviewers will always look more favorably on a grant that has been peer-reviewed and funded.

5. I am the Principal Investigator (PI) on a subproject of a cooperative agreement research grant (U01) awarded to our institution. Is this considered independent support?

It depends on whether the U01 is like a single project R01 grant or like a multi-project Program Project Grant or P01. If the U01 resembles an R01 in size and complexity, a subproject would not be regarded as independent support. But if you are a leader of a subproject, like on a P01, which is peer-reviewed as a free-standing project, then this subproject is clearly equivalent to an R01 and would be considered your independent support. These kinds of interpretations are difficult to make; if you are unsure of your independent support, contact the NCI (see XI. INQUIRIES).

6. I am an established senior investigator who is the PI of a cooperative agreement grant (U01) on surveillance. The U01 involves the establishment, maintenance and analysis of a surveillance research database. Since the U01 is not entirely research-based but does have a research component, am I still eligible to apply for a **K05** award?

If you are the principal investigator, the grant has a research component, and the research support on the grant provides you with a base of support upon which to expand and refine your research as well as provide a research environment in which to mentor new scientists, you are eligible.

7. How strong must the statement of institutional commitment be to the percent effort required by the **K05**?

It is important that the institution provide a **very specific plan** for reducing your current duties and providing you with the protected time for conducting your research and mentoring new scientists.

Peer reviewers will want to know how your previous duties will be accommodated by others. Letters of support for this plan from key people who must support it in the institution are also important to include with your application.

8. At the time of the application, do I have to provide a list of the individuals I plan to mentor?

You do not have to provide specific names of trainees. If you can provide names, this is likely to increase the enthusiasm of the reviewers for your application. However, you should provide information about the pool of candidates for mentoring, the types of individuals you would be looking for, and the probable assignments of these individuals on patient-oriented research projects.

9. I have an established record of independently-funded research, but do not have a track record in mentoring. Should I apply for a **K05**?

Most applicants for the **K05** will have extensive mentoring experience. You could rely on submitting a very strong "Mentoring Plan", but this is unlikely to be competitive for funding versus other applications in which the candidate has a track record and a strong "Mentoring Plan." Probably, the best course of action is to develop a mentoring track record and then apply.

10. I am planning to submit a **K05** application but will be moving to another institution. Should I submit the application now, or should I wait until I make the move to the new institution?

Please wait until you move to the new institution before submitting the application. Moving the application from one institution to another would require a new statement from the new institution guaranteeing your protected time. If reviewers know you are going to move, this would complicate their evaluation of the application.

11. What happens if I am not able to maintain independent research support during the tenure of the award?

The **K05** requires that you have independent support at the time of the award and throughout the entire grant period. If you lose your support, you will lose the **K05**. Without support you can neither expand or refine your own research program or provide a suitable environment for mentoring new scientists.

12. If I receive additional independent support prior to the review of my **K05** application, should I provide the NCI with this information?

Yes, You should contact the Scientific Review Administrator in the NCI ,who is responsible for organizing and managing the review of your application, and arrange a time and method for providing this information. This kind of information can only strengthen the peer reviewers' enthusiasm for the application.

13. As part of the mentoring component of the **K05**, am I allowed to mentor individuals at another institution?

This could be done, but the arrangements would have to be very carefully considered to ensure that the trainee (s) can function off-site and benefit from your funded research environment.

14. If I have a K05 award and I would like to ask for post award changes? How do I go about this?

You must contact the NCI Grants Administration official to determine the appropriate procedures to use in making a request for post award changes in your grant. This also applies to any of your needs that require a prior approval from the NCI. In general, you will have to make a request that is signed by you and a business official of your institution. After receiving the request, the Grants Administration official will consult with the NCI scientific program staff as necessary to determine whether the request can be approved.

#### **X. INQUIRIES (K05):**

We have tried to provide you with the most complete information possible about the **K05**, as well as answer the most frequently asked questions. If you need information and explanation concerning the **K05**, please make your inquiries as follows:

##### **A. Programmatic or scientific issues:**

If you need more information and/or advice about the objectives and scope of this award, eligibility requirements, structure and organization of grant applications and peer review trends, please contact us by "clicking on" the INQUIRIES link directly below. You will be contacted promptly by one of the scientific professionals of the Cancer Training Branch of the NCI.

##### **B. Fiscal Issues:**

If you need information about the appropriate procedures for dealing with issues that involve changes in the sponsoring institution, the scope of the project as awarded, budget and period of support of the award or that involve any other issues requiring approval by the NCI or post award actions, please contact us by "clicking on" the INQUIRIES link directly below. You will be contacted promptly by one of the Grants Administration officials of the NCI.